





- 2 Bid documents should be packaged well and should contain "ear tags" or "document tabs" for easy scanning of all the BAC members.
- 3 Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on November 26, 2024, at 8:30 a.m., late bids will not be accepted
- 4 The face-to-face bid opening will be held on November 26, 2024, at 9:30 a.m. at S.M. Lasap Hall, Administration Building
- 5 Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for submission of bids.
- 6 For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted
- 7 For those who are interested in attending the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to observe, thus, wearing face masks and social distancing is encouraged during the bid conference.

Since there were no queries from the bidders and the BAC members, and there were no other matters to be discussed, the pre-bid conference was adjourned by the BAC Vice Chair at 10:00 a.m.

Prepared by:

  
**ALE EUGENE L. TORRES**  
Member, BAC Secretariat

  
**ROSELYN M. MARANAN**  
Chair, BAC Secretariat

Noted by:

  
**YVES ROY M. TIRAYAN**  
End User/Project Staff, BEAN 1 Project

Attested by:

  
**BETINA JOYCE P. ILAGAN, PhD**  
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